



MISSOURI DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS
DIVISION OF WORKERS' COMPENSATION

ELECTRONIC DATA DISTRIBUTION
TRADING PARTNER PROFILE (Receiver's Specifications)

Trading Partner Type:

- ☐ Insurance Company ☐ Self-Insured Employer ☐ Attorney (*List Name and Bar No. Below*)
☐ Claims Administrator ☐ Self-Insured Employer Trust ☐ Attorney Firm (*List Attorney Names and Bar Nos. Below*)

Name	FEIN Number
Address (<i>with 9-digit zip code</i>)	
Master Electronic Mail Address (<i>maximum length of 30 digits</i>)	
Electronic Mail Software Used	Electronic Mail Size Limitation

Business Contact:

Name
Title
Phone (<i>Include Area Code</i>)
Fax (<i>Include Area Code</i>)
Electronic Mail (<i>If different from above</i>)

Technical Contact:

Name
Title
Phone (<i>Include Area Code</i>)
Fax (<i>Include Area Code</i>)
Electronic Mail (<i>If different from above</i>)

Notice Types:

	<u>Text File</u>	<u>PDF File</u>	<u>Paper</u>
Notice of Conference	<input type="checkbox"/>	<input type="checkbox"/>	N/A
Notice of Pre-Hearing	<input type="checkbox"/>	<input type="checkbox"/>	N/A
Notice of Mediation	<input type="checkbox"/>	<input type="checkbox"/>	N/A
Notice to Show Cause	<input type="checkbox"/>	<input type="checkbox"/>	N/A
Notice of Cancellation	<input type="checkbox"/>	<input type="checkbox"/>	N/A
Notice of Hearing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(X indicates Type of Notice to Receive)

Attorney and Attorney Firm List: (*Attorneys to Receive Notices at Master Electronic Mail Address*)

Attorney Name	Missouri Bar No.	Attorney Name	Missouri Bar No.

Missouri Division of Workers' Compensation
Electronic Data Distribution
Terms and Conditions

By submitting an application for Division of Workers' Compensation Electronic Data Distribution, the Trading Partner agrees to the following terms and conditions:

Electronic transmission of documents will be accomplished via the method selected by the Trading Partner. The Division retains the discretion to accept or reject the application based on recipient's mail services if incompatible with the Division's system. (Example: Yahoo or Hotmail are incompatible.) All documents will be sent by electronic mail transmission according to the selection made by the Trading Partner on its Application.

All information contained in the documents is generated based on information submitted to the Division by the Trading Partner and other parties to the case. The Division makes no warranty that the information contained in the document is accurate.

Approval of the Application by the Division shall be acknowledged to the business and technical contacts on the Application. Upon approval, the Trading Partner and the Division shall begin the test phase of the project. During the test phase, the Trading Partner shall receive documents via electronic transmission and paper. Ten business days after the initiation of the test phase, the Trading Partner shall only receive electronic transmission of documents, unless that time is extended by the Division.

The Division cannot provide documents by electronic transmission if the document is required to be sent by Certified Mail; if there are nine (9) or more parties to the workers' compensation case; or if the document is requested by the local office to add additional language to the document.

All documents selected by the Trading Partner sent via electronic transmission are public records and are not confidential under Chapters 287 and 610, RSMo. The Division retains all documents as part of its permanent records of case files.

All costs of development and transmission of documents selected on the Application shall be paid by the Trading Partner.

Missouri Division of Workers' Compensation

Electronic Data Distribution

Instructions

An electronic mail will be sent nightly with an attached file containing the Trading Partner correspondence for that day. As confirmation, a daily electronic mail will also be sent each morning informing the Trading Partner if they had electronic correspondence the previous day.

A Trading Partner must complete an Electronic Data Distribution (EDD) Trading Partner Profile. The document is available at <http://www.dolir.mo.gov/wc/forms/forms.htm>. Send the completed form to Lyn Williams at the Division of Workers' Compensation, Attention: Lyn Williams, 3315 West Truman Blvd., PO Box 58, Jefferson City, MO 65102-0058. Lyn can also be reached at (573) 526-4955. If you are using the Microsoft Word version, you may e-mail the completed form to Lynda.Williams@dolir.mo.gov.

The following explains each of the items on the form:

Trading Partner Type:

Check the appropriate trading partner type that applies to your organization.

Name:

Enter the name of your organization that is used when reporting Workers' Compensation injuries and for all correspondence with the Division.

FEIN Number:

Enter the FEIN number of your organization that is used when reporting Workers' Compensation injuries.

Address:

Enter the address where your organization wants to receive their mail. Include street address, city, state and 9-digit zip code. **See address special instructions below.*

Master Electronic Mail Address:

Enter the electronic mail address where the correspondence will be sent. All electronic mail will be sent to one address per Trading Partner unless multiple addresses are requested. This address cannot exceed 30 characters in length and must be a shared electronic mail account with multiple people at the Trading Partner site authorized for access. **See address special instructions below.*

Electronic Mail Software Used:

Enter the type of electronic mail software that will be used to receive EDD correspondence from the Division. You may want to check with the electronic mail system administrator at your site to confirm this information. All Trading Partners must have an in-house electronic mail system such as Microsoft Exchange, Outlook, etc. The use of Internet based electronic mail systems such as Hotmail and Yahoo Mail is not recommended.

Electronic Mail Size Limitation:

Please note if there is a size limitation on incoming electronic mail at your site. The Trading Partner will want to confirm this information with their electronic mail system administrator. The correspondence files that will be sent to the Trading Partner can be quite large and some systems limit the size of incoming electronic mail files.

Business Contact:

List the name, title, phone, fax and electronic mail address of the Trading Partner business contact. This person will be responsible for business coordination of the EDD project with the Division.

Technical Contact:

List the name, title, phone, fax and electronic mail address of the Trading Partner technical contact. This person will be responsible for technical coordination of the EDD project with the Division.

Notice Types:

DWC is currently only sending out docket notices by electronic mail. For each notice type listed, please select the format you wish to receive. Further explanation of these options follows. The following notice types are available through EDD:

- Notice of Conference
- Notice of Pre-Hearing
- Notice of Mediation
- Notice to Show Cause (Dismissal setting)
- Notice of Cancellation
- Notice of Hearing

There are currently two formats available for receiving correspondence electronically. Trading Partners can receive a text file that holds a record for each letter with all information from the letter. It allows Trading Partners the ability to take the data from the file and update the information into their business systems. Large Trading Partners that receive a high volume of correspondence daily may be interested in this option. For those interested in this option, please contact LaTrevia Smith at the telephone number or electronic mail address above and request a copy of the EDD file specifications.

The second format is a PDF file that has a copy of the actual letters. When the PDF file is printed locally, the letters look like those printed and mailed by the Division. The Trading Partner will want to save the attachment file to a local PC hard drive or server where they may view, print and distribute the letters as required. The PDF format does require Adobe Acrobat Reader on the PC. This software is free and can be downloaded from the Division web site under the Forms and Brochures link.

Trading Partners have the choice of how they want to receive each notice and may elect to receive notices in mixed formats. Only one option may be selected for each notice type. For example, a Trading Partner can continue to receive the Notice of Hearing on paper, the Notice of Pre-Hearing, Mediation, Conference, and Notice to Show Cause by text file and the Notice of Cancellation sent by PDF file. The only notice type that the Division will continue to offer on paper is the Notice of Hearing.

Attorney and Attorney Firm List:

For Trading Partner Types Attorney and Attorney Firm, please list each attorney name and bar number for all attorneys in your organization. Please attach additional pages if necessary. This step is very important to insure that correspondence addressed to specific attorneys is delivered under your Trading Partner master electronic mail address.

***Address Special Instructions:**

If you are a Trading Partner that currently receives mail at multiple locations, there are additional options for how your electronic mail can be set up.

- (1) You may choose to receive electronic mail for all locations at one electronic mail address. Please attach an additional page listing all other addresses where you receive mail. Each address will use the same electronic mail address. Example:

TRADING PARTNER PROFILE

NAME - SMITH LAW FIRM

ADDRESS – 100 MAIN ST, ST LOUIS, MO 61111

ELECTRONIC MAIL ADDRESS – smith@mail.net

ADDITIONAL PAGE

NAME – SMITH LAW FIRM

ADDRESS – 500 BROADWAY ST, KANSAS CITY, MO 65555

ELECTRONIC MAIL ADDRESS – smith@mail.net

- (2) You may choose to receive electronic mail for each location at a different electronic mail address. Please attach an additional page listing all other addresses where you receive mail along with the electronic mail address you want to use for each address. Example:

TRADING PARTNER PROFILE

NAME – SMITH LAW FIRM

ADDRESS – 100 MAIN ST, ST LOUIS, MO 61111

ELECTRONIC MAIL ADDRESS – smith.stlouis@mail.net

ADDITIONAL PAGE

NAME – SMITH LAW FIRM

ADDRESS – 500 BROADWAY ST, KANSAS CITY, MO 65555

ELECTRONIC MAIL ADDRESS – smith.kansascity@mail.net